# **Registration Supervisor - Job Description**

# **Responsibilities**

The supervisor is expected to carry out the following tasks:

* Register delegates into the EventsAir system. Training will be provided by ADB.
* Assist delegates with information on registration
* Check and ensure delegates are issued with the correct badges
* Good understanding of the meeting schedules and venues to be able to assist delegates at registration desk
* Ensure a smooth flow at the registration desk
* Attend trainings and briefings

**Registration Supervisor Required Skills**

A Registration Supervisor must have the following:

* Customer service skills
* Excellent interpersonal and communication skills
* Computer and knowledge of Microsoft programs is essential
* Ability to work under pressure
* Well organized and reliable
* Confident and presentable
* Problem solving skills, able to make quick decisions
* Energetic, quick and on their feet
* Efficient, can work with minimum supervision
* Perform tasks professionally and diplomatically
* Handle information with strict confidence

*\*Registration Supervisor will report to the Venue Event Manager if your direct manager is not available*

*\*Conference Personnel must have an active mobile phone that he/she can be reached on when required.*